

# GOVT. E.V. POST GRADUATE COLLEGE, KORBA DIST - KORBA (C.G.)

## 4.4.2

The institution has established clear systems and procedures to efficiently manage the purchasing, maintenance, and utilization of its physical, academic, and support facilities.

### **Established Processes and Protocols**


- At the end of the academic year, the IQAC and HoDs submit reports to the Principal concerning the maintenance of furniture, fixtures, and fittings.
- The committee and supervisors monitor physical facilities to ensure that:
  1. Classrooms
  2. Laboratories
  3. Conference hall
  4. Library
  5. Other facilities

remain functional and well-maintained.

- Students have the option to place their written suggestions in the suggestion boxes.
- Lab technicians maintain the laboratories under the direction of the respective department heads or faculty in charge.
- The institution has a system in place for maintenance and minor repairs.

### **Hiring of Regular Staff for Maintenance of Physical Facilities**

- The gardener ensures the campus remains clean and green.
- Lab Technicians, Lab Assistants, and support staff manage the upkeep of labs and physical facilities under the guidance of HoDs.
- A qualified electrician addresses any related complaints that arise on campus.
- The sports officer is responsible for maintaining sports equipment and the gymnasium with assistance from support staff.
- The watchman and CCTV surveillance systems ensure the security of the campus, facilities, infrastructure, and equipment.
- Support staff are trained to implement fire safety measures.

  
IQAC Co-ordinator,  
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